



JHARKHAND STATE OPEN UNIVERSITY

(Established by the Government of Jharkhand & Recognised as per Section (2f) of UGC Act, 1956)

ज्ञापांक- JSOU/A(Adv.-01)/2024/219

दिनांक- 09/07/2024

प्रेस विज्ञापित

झारखण्ड राज्य खुला विश्वविद्यालय, काँके, राँची में कुलसचिव (परीक्षा) एवं विशेष कार्य पदाधिकारी की नियुक्ति हेतु इच्छुक अर्हताधारियों से दिनांक-10.07.2024 से 24.07.2024 (संध्या 05:00 बजे) तक निबंधित डाक/स्पीड पोस्ट, द्वारा अथवा हाथो-हाथ विहित-प्रपत्र में आवेदन पत्र आमंत्रित किये जाते हैं।

एतद् संबंधी आवेदन पत्र का विहित-प्रपत्र झारखण्ड राज्य खुला विश्वविद्यालय के वेबसाइट- <https://jsou.ac.in> पर दिनांक- 10.07.2024 से उपलब्ध रहेगा। जिसे इच्छुक अर्हताधारी अभ्यर्थी डाउनलोड कर उक्त विज्ञापन में विहित शर्तों एवं अनुदेशों के अनुरूप आवेदन पत्र विश्वविद्यालय द्वारा निर्धारित तिथि एवं समय के अंतर्गत समर्पित करेंगे।

कुलपति के आदेशानुसार

कुलसचिव

झारखण्ड राज्य खुला विश्वविद्यालय,
राँची



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विज्ञापन

1. अर्हता एवं अनुभव –

Sl.No.	Name of Post	Qualification and Experience
01.	Registrar (Examination)	<p>1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher/education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p style="text-align: center;">Maximum age limit- 56 years.</p>
02.	Officer-on-Special Duty (O.S.D.)	Retired person having experience of University administration not below the rank of Registrar /Finance Officer or equivalent officer retired from Central Government/State Government / Semi Government /Public Sector /Educational Institutions of Higher Learning & having a good working knowledge of general administration (establishment & finance) and rules & regulations.

Note:- Officer-on-Special Duty (O.S.D.) will be appointed on contractual basis.

Address:- Jharkhand State Open University, Kanke, Ranchi, Pin-834006, Email- registrarjsou@gmail.com,
Ph.No.-8929006645 Website:- <https://jsou.ac.in>



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2. The experience certificate and signing Authority :-

- The experience certificates have to be uploaded online during the registration itself.
- The experience of candidates will be considered only up to the last date of submission of online application forms.
- The experience certificates of candidates who worked are working in Government /Constituent/Affiliated colleges including Minority Colleges/Accredited Research Institutions should be signed by the respective Principal/Director of the College/ Institute/Head of the Institution.

Registrar

Jharkhand State Open University,
Ranchi

Address: - Jharkhand State Open University, Kanke, Ranchi, Pin-834006, Email- registrarsou@gmail.com,
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Recruitment of Officers (Non-Teaching) in the Jharkhand State Open University, Ranchi

(Advt. No. - 01/2024)

1. Name of the post : _____

2. Name of Applicant : _____

3. Nationality : _____

4. Gender (Please ✓ in the box) : ☐ Male ☐ Female ☐ Transgender

5. Marital Status (Please ✓ in the box) : ☐ Married ☐ Unmarried

6. Date of Birth :

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 (As per Matriculation/10th/other Secondary School Certificate)

7. Age as on : _____

8. Correspondence Address : _____

P.O: _____ P.S: _____ District: _____

_____ State: _____ Pin: _____

9. Permanent Address : _____

P.O: _____ P.S: _____ District: _____

_____ State: _____ Pin: _____

13. a) Father's Name : _____

b) Mother's Name : _____

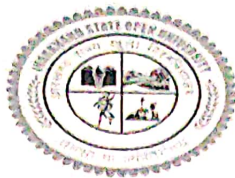
c) Husband's Name : _____

(in case of married woman)

14. Mobile No.- _____

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15. E-mail ID : _____

16. Aadhar No.- _____

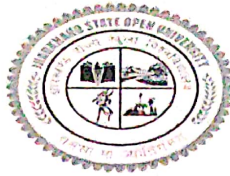
17. Educational Qualifications :

Name of Examination	Board/University	Year of Passing	Full Marks	Marks obtained	% of Marks	Class/Grade
10 th / SSE						
12 th /Intermediate						
Graduation						
Post Graduation						
Other (if any)						

18. Experience Details : Write chronologically i.e. from the initial appointment to current appointment (If necessary, use additional sheet in the following format)

Sl.No.	Name of post	Name of University/College /Organisation	Name of Department	Nature of Post (Permanent /Temporary/Contractual /Ad-hoc)	Type of Experience (Teaching/Research/ Administration)	From (DD/MM/YY)	To (DD/MM/YY)	Period/ Experience (YY/MN/DD)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

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Sl.No.	Name of Post	Name of University/College /Organisation	Name of Department	Nature of post (Permanent /Temporary/Contractual /Ad-hoc)	Type of Experience (Teaching/Research/ Administration)	From (DD/MM/YY)	To (DD/MM/YY)	Period/ Experience (YY/MM/DD)
9.								
10.								
11.								
12.								
13.								
14.								
15.								

19. whether you are presently employed :

Yes ☐ No ☐ (Please ✓ in the box)

If yes, give the following information :-

Name of Post	Nature of Post (Permanent/Contractual/Ad-hoc/Part Time)	Date of Appointment	Name of employer

20. List of enclosures :- Self attested Photocopies of the documents mentioned below should be attached serially :-

Sl. No.	Document	Enclosed – Yes or No	Enclosed as per No (s)
1.	10 th /Matriculation Certificate		
2.	10 th /Matriculation Mark Sheet		
3.	12 th /Intermediate Certificate		
4.	12 th /Intermediate Mark Sheet		
5.	Graduation Degree Certificate		
6.	Graduation Mark Sheet		
7.	Post Graduation Degree Certificate		
8.	Post Graduation Mark Sheet		
9.	Other Education Certificates (If any)		
10.	No Objection Certificate from present Employer		

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Sl. No.	Document	Enclosed – Yes or No	Enclosed as per No (s)
11.	Aadhaar or other Personal Identification document		
12.	Experience Certificate (s)		
13.*			
14.*			
15.*			
16.*			

* Blanks in the above can be filled by candidate for additional relevant documents enclosed after Sl. No.12 suitably mentioning the same of the document (s) in support of information given in the application from

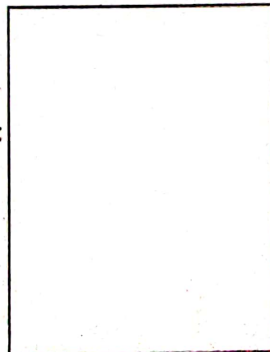
Note : (i) Paging of the enclosures should be done of either side of the documents if anything is written, for blank pages paging should not be done.

(ii) If anything is written, on both sides of the documents like mark sheets, degree certificates etc., then photocopies of both sides of the documents should be enclosed.

21. Declaration :- (please ✓ or X as the case may be in the box below):-

- i) ☐ I hereby declare that the above information is true to the best of my knowledge and belief. I have read the advertisement and its clauses regarding age limit, educational qualification etc. and there is no false or incorrect representation of the same. If any of the above information found to be false or incorrect, then my candidature can be cancelled by the University at any stage.
- ii) ☐ I have already communicated to the Employer in this regard. NOC issued by the employer will be produced at the time of document verification.
- iii) ☐ I have read the advertisement and I agree to the terms and conditions elaborated in the advertisement.

Photo:



Signature (In running hand) :-

Date :- _____

Place :- _____

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